

State of California—Health and Human Services Agency
Department of Health Services



At-A-Glance
Course Requirements & Instructor Qualifications
For DHS-Sponsored, Standardized

Governor

This document outlines the course requirements and instructor qualifications needed for a Standardized CPS Technician Training Course to be sponsored by the DHS Vehicle Occupant Safety Program.

I. Course Requirements - Host Agency will coordinate or provide:

A. Logistics:

- The promotion, participant recruitment and registration for the training and check up event
- A training facility with adequate space and parking for hands-on activities inside and outside
- Access to training equipment needed for the course (See details re: CPS Training Trailers)
- A car seat check-up event on the final day of training (location, equipment & promotion)
- Community service opportunities for new technicians subsequent to the training

B. Staffing:

- A designated Course Administrator from the Host Agency (cannot be the Lead Instructor)
- At least two full time CPS Instructors (DHS will pay for 1 instructor per 10 participants)
- A designated CPS Instructor Mentor for any CPS Instructor Candidates

C. Participants

- Minimum class size of 10 registered participants (1:5 instructor to student ratio)
- One half of total participant spaces to be available for open registration
- A participant fee limited to \$250 (*excluding \$60 Safe Kids Certification Fee*)
- A Community Service Agreement to be completed by participant and employer

II. CPS Instructor Qualifications	Lead Instructor	Instructor Mentor	Co-Instructor
• Current National CPS Instructor Certification	✓	✓	✓
• Minimum # Years National CPS Instructor Certification held	2	2	0
• Minimum # NHTSA Standardized Courses taught	5	5	0
• Strong technical knowledge of issues in CPS course curriculum	✓	✓	✓
• Recent and frequent experience installing/checking car seats	✓	✓	✓
• Able to demonstrate CRS installation in various vehicles	✓	✓	✓
• Engage in activities to maintain CPS skills and knowledge	✓	✓	✓
• Proven presentation and interactive teaching skills	✓	✓	✓
• References available to verify CPS knowledge and experience	✓	✓	✓
• Attended a CPS Technician Refresher Course in past 2 years	✓	✓	✓
• National SAFE KIDS Lead Instructor (Recommended)	✓	✓	
• Able to objectively assess and provide feedback to others	✓	✓	
• Able to coordinate and manage work groups/ instructor team	✓		

